HD
8039
.R12U55

THE LIBRARY OF CONGRESS
1800
Class HD 9039
Book .R12U55

4/20 1-6 c. 53/1675

UNITED STATES RAILROAD ADMINISTRATION

W. G. McADOO, DIRECTOR GENERAL OF RAILROADS

DIVISION OF LABOR

WASHINGTON

July 26, 1918

CIRCULAR NO. 1

The following appointments as Representatives of the Division of Labor, are announced:

Wm. Blackman,	effective July 5, 1918
John A. Moffitt,	effective July 15, 1918
Anthony M. Banks,	effective July 18, 1918

These Representatives of the Division of Labor will be assigned to conduct investigations and to represent the Division of Labor of the Railroad Administration in other specific matters to which they may be assigned affecting employees of the railroads under Federal control.

W. S. CARTER,
Director, Division of Labor.

Approved:
W. G. McADOO,
Director General of Railroads.

HT18039
.R12U55

LIBRARY OF CONGRESS
RECEIVED
OCT 18 1922
DOCUMENTS DIVISION

UNITED STATES RAILROAD ADMINISTRATION

W. G. McADOO, DIRECTOR GENERAL OF RAILROADS

DIVISION OF LABOR

WASHINGTON

August 28, 1918.

CIRCULAR No. 2

Effective August 29, the Women's Service Section of the Division of Labor is hereby created and Miss Pauline Goldmark is appointed Manager with office at Washington, D. C.

The Manager of the Women's Service Section will give consideration to conditions of employment of women on Railroads under Federal Control.

Approved:

W. G. McADOO,

Director General of Railroads.

W. S. CARTER,

Director, Division of Labor.

UNITED STATES RAILROAD ADMINISTRATION

W. G. McADOO, DIRECTOR GENERAL OF RAILROADS

DIVISION OF LABOR

WASHINGTON

August 30, 1918.

CIRCULAR NO. 3

As set forth in General Order No. 8, issued February 21, 1918, it is the desire of the Director General that harmonious relations be maintained between the officials and employes of all railroads, under Federal control.

> "All now serve the Government and the public interest only. I want the officers and employes to get the spirit of this new era. Supreme devotion to country, and invincible determination to perform the imperative duties of the hour while the life of the Nation is imperiled by war, must obliterate old enmities and make friends and comrades of us all. There must be cooperation, not antagonism; confidence, not suspicion; mutual helpfulness, not grudging performance; just consideration, not arbitrary disregard of each other's rights and feelings; a fine discipline based on mutual respect and sympathy; and an earnest desire to serve the great public faithfully and efficiently. This is the new spirit and purpose that must pervade every part and branch of the national railroad service."

In the adjustment of differences of opinion, not involving rates or amount of wages, or hours, that arise in the relations between the officials and employes, which differences are to be expected, sincere effort should be made to reach a common understanding without the necessity of reference to the Director General, or to the Division of Labor. Where such controversies are not so adjusted, or where questions involving rates or amount of wages or hours are raised, the following methods will be adopted:

(*a*) Requests by employes for increases in wages, in addition to increases provided for in wage orders, will be filed *only* with the Board of Railroad Wages and Working Conditions, to which Board has been assigned the duty of hearing, and investigating such matters, as provided in Article VII of General Order No. 27.

(*b*) The method of securing interpretation of wage orders is prescribed by the Director General in Supplement No. 6 to General Order No. 27 issued this day, and the prescribed method should be followed in cases involving interpretations of wage orders.

(*c*) When employes are represented by Railway Boards of Adjustment, the procedure as to all controversies within the scope of their duties will be as directed in general orders creating such Boards. The fact that certain employes are not represented by Railway Boards of Adjustment will in no manner deprive them of any of the benefits accruing from such Boards. An Assistant to the Director of the Division of Labor has been appointed, and a staff of Representatives has been organized, for the especial purpose of rendering the same service to such employes as though represented by a Railway Board of Adjustment. Boards of Adjustment have been created by understanding with the larger organizations of employes, for the convenience of handling such matters and to relieve the Director of the Division of Labor of adjusting same. It is not practicable to create Railway Boards of Adjustment, except for the larger organizations of employes.

(*d*) Requests for adjustments in wages by employes *not* represented by Railway Boards of Adjustment, which requests are based upon existing practices or adjustments reached through former arbitrations and settlements, will be presented to the proper officials of the railroads, and negotiations will be conducted in the usual manner up to the chief operating officer, or officer designated by him. Should no agreement be reached, and it appear to be necessary to take the matter further, a joint statement of facts (in duplicate) will be prepared by the representatives of the employes concerned and the proper officials of the railroad, and submitted to the Director of the Division of Labor of the United States

Railroad Administration. Attached to such joint statement of facts will be such brief arguments by both parties to the controversy as is believed desirable by those concerned. When an adjustment is not then reached through correspondence, a Representative will be assigned to investigate, and if by his assistance no agreement is then reached, the matter in controversy will be referred again to the Director of the Division of Labor.

(*e*) Personal grievances or controversies arising under interpretation of wage agreements, and all other disputes arising between officials of a railroad and its employes *not* represented by Railway Boards of Adjustment, will be handled in the usual manner by the individual, his representative, or by committees of employes, up to and including the chief operating officer of the railroad, or officer designated by him, when, if an agreement is not reached, the chairman of the committee of employes and the officer of the railroad will refer the matter to the Director of the Division of Labor, in the same manner as provided in Paragraph (*d*) of this circular.

(*f*) When an employe, or class of employes, is not represented by committees, and negotiations can not be conducted in the usual manner, matters of complaint will be taken up with the proper officials of the railroad. When such employe or employes desire to appeal to the Director General, a complete statement of the cause of complaint will be filed by such employe or employes with the Director of the Division of Labor. When an adjustment is not reached through correspondence, a Representative will be assigned to investigate, and if by his assistance no agreement is then reached, the matter in controversy will be referred again to the Director of the Division of Labor.

(*g*) General Order No. 8 suspended negotiations for revision of schedules or general changes in conditions affecting wages and hours pending decision of the matter by the Director General, which was accomplished by General Order No. 27. No order has since been issued either prohibiting or directing that negotiations for revisions of working conditions be undertaken. This matter is left to follow the usual course, except that all requests for increases in wages, reduction of hours, or special rates of overtime will be taken up directly with the Board of Railroad Wages and Working Conditions. Where working conditions are not agreed upon by Committees of employes and the officials of the railroads, a joint statement of the points at issue will be prepared and filed with the Director of the Division of Labor, attaching thereto such brief arguments as may be desired. When an adjustment is not then reached through correspondence a Representative will be assigned to investigate, and if by his assistance no agreement is then reached, the matter in controversy will be referred again to the Director of the Division of Labor.

Nothing herein contained has reference to employes of railroads not under Federal control.

W. S. CARTER,
Director, Division of Labor.

Approved:
W. G. McADOO,
Director General of Railroads.

UNITED STATES RAILROAD ADMINISTRATION

W. G. McADOO, DIRECTOR GENERAL OF RAILROADS

DIVISION OF LABOR

WASHINGTON, D. C.

October 1, 1918

CIRCULAR No. 4.

Effective October 1st, Mr. H. H. Reed is appointed Special Assistant to the Director of the Division of Labor.

Mr. Reed has been assigned to handling correspondence and cases to be submitted to Railway Boards of Adjustment, as provided in General Orders Nos. 13 and 29, and such similar orders as may be issued by the Director General creating additional Railway Boards of Adjustment. He will also handle for the undersigned correspondence and matters pertaining to interpretations of wage orders, submitted through the Division of Labor to the Board of Railroad Wages and Working Conditions in accordance with Supplement No. 6 to General Order No. 27.

Approved:

W. G. McADOO,
Director General of Railroads.

W S. CARTER
Director, Division of Labor.

UNITED STATES RAILROAD ADMINISTRATION

DIVISION OF LABOR

WASHINGTON

CIRCULAR No. 5

December 23, 1918.

The appointment of Mr. S. A. Bramlette as Representative of the Division of Labor, effective December 16, 1918, is hereby announced.

Mr. Bramlette will be assigned to conduct investigations and to represent the Division of Labor of the Railroad Administration in other specific matters to which he may be assigned, affecting employees of the railroads under Federal control.

W. S. CARTER,
Director, Division of Labor.

Approved:

W. G. McADOO,
Director General of Railroads.

UNITED STATES RAILROAD ADMINISTRATION

DIVISION OF LABOR

WASHINGTON

CIRCULAR NO. 6.

January 20, 1919.

The appointment of Mr. J. C. Turner as Representative of the Division of Labor, effective January 16, 1919, is hereby announced.

Mr. Turner will be assigned to conduct investigations and to represent the Division of Labor of the Railroad Administration in other specific matters to which he may be assigned, affecting employees of the railroads under Federal control.

W. S. CARTER,

Director, Division of Labor.

Approved:

WALKER D. HINES,

Director General of Railroads.

LIBRARY OF CONGRESS
0 019 566 901 6